


PERSONAL INFORMATION

Roberta Ricca

 Via San Michele 69, 12045 Fossano (CN) – Italy +39 348 3000820 ricca@libero.it

Sex Female | Date of birth November 22nd, 1973

JOB APPLIED FOR

Freelance translator

WORK EXPERIENCE

2019 – Present

Freelance translator, MT post-editor and reviewer (EN-IT)

Lilt, Inc., LSP

- Translating, localizing, MT post-editing and reviewing a wide range of marketing, business, legal and technical texts, including product, corporate and ecommerce documentation, press articles, websites, blog posts, knowledge portal and training material, contracts, warranties, business agreements, social media marketing software, ads, technical manuals and user guides
- Handling different localization projects and tasks including converting the original input into quality reference documentation, glossaries and term bases, using MT platform and strictly observing deadlines
- Working as a part of multidisciplinary and multilingual teams, with members in Europe and the USA

Specialty fields: marketing, ecommerce, legal business, social media marketing and management, renewable energy resources, environment

2016 – Present

Freelance linguistic expert, translator and MT post-editor (EN-IT; ES-IT)

Amazon

- Translating, localizing and post-editing ecommerce, legal and customer-facing documents, including business descriptions and reviews, marketing and promotional material, business and trade agreements, social media surveys and reports, customer feedback and reviews

Specialty fields: marketing, ecommerce, legal affairs, external relations, social media communication

2009 – 2018

Editor, project manager, web manager, instructional designer

SEI Editrice, Educational Publishing House

- Editing and proofreading educational books crosses many disciplines: technical and social sciences, physics, geography, arts, history, literature, languages. Language pairs: EN-IT; FR-IT; ES-IT
- Coordinating multimedia production and creating digital content and e-learning courses
- Maintaining and creating content for company website, blog and newsletter

Specialty fields: education, training, audiovisual and media, digital humanities, social media communication, marketing

2001 – Present

Freelance translator, editor and proofreader (EN-IT, FR-IT)

EdiText, LSP

- Translating, editing and proofreading books and manuals for major Italian publishing houses (Rizzoli, Mondadori, Il Sole 24 ORE, Sperling & Kupfer, National Geographic, Bolis Edizioni, Slow Food editore).

Specialty fields: business and finance, marketing, legal affairs, environment, social and life sciences, natural sciences, tourism, botany, zoology, food, cooking, oenology

2001 – 2017

Localization specialist, translator, MT post-editor and QA reviewer (EN-IT)

Edimatica, LSP

- Localizing software, websites, apps and translating marketing, business and advertising material. Language pairs: EN-IT; FR-IT

Specialty fields: IT, software, high-tech, business, marketing

EDUCATION AND TRAINING

2009 – 2010 First level Specializing Master

University of Siena, Italy

- Specializing Master in digital humanities, digital publishing, text encoding, terminology management systems

1992 – 1998 Master's Degree in Translation

University of Trieste, Advanced School of Modern Languages for Interpreters and Translators, Italy

First Class Honours Master's Degree in Specialized Translation. Language pairs: EN-IT; FR-IT; ES-IT

- Specialized Translation: theory and practice
- Technology for Translation (Web Localization, Terminology and Information Mining, CAT Tools)

PERSONAL SKILLS

Mother tongue

Italian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
French	C1	C2	C1	C1	C1
Spanish	B2	B1	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Able to work in a multilingual and multinational dimension, collaborating in large and various teams with colleagues belonging to different backgrounds
- Able to easily adapt to new working conditions, situations and personalities

Organizational / managerial skills

- Project management and coordination experience in localization/translation field and in the publishing industry
- Able to work in a fast-paced production environment with multiple changes in project priorities and tight deadlines

Computer skills

- Advanced knowledge of MS Office Suite and Adobe Acrobat Pro
- Experience with computer-aided translation tools and systems (MateCat, Memsources, Wordbee, Smartcat, SDL Trados Studio etc.)
- Experience in managing language specific style guides and language glossaries
- Experience with CMS (WordPress), HTML / XML editors and audio / video editors

Other skills

Maintaining the professional standards by attending continued educational training.

Love to travel and experience different cultures.

Passion to learn new things and for human languages and interest in programming languages and natural language processing.